



West Virginia Real Estate Appraiser Licensing and Certification Board

2110 Kanawha Blvd., East, Suite 101, Charleston, West Virginia 25311
Phone: 304-558-3919 Fax: 304-558-3983 E-mail: wvappbd@mail.wvnet.edu

INSTRUCTIONS FOR FILING AN APPLICATION FOR A NON-RESIDENT TEMPORARY PRACTICE PERMIT

*The State of West Virginia will recognize, temporarily, the certificate or license of a real estate appraiser in good standing issued by another state if the appraiser's business is of a temporary nature, the appraiser registers with this office **before** beginning the assignment, and pays the required permit fee. The temporary permit is for a single assignment for a single client. THIS PERMIT MUST BE AVAILABLE DURING THE APPRAISAL INSPECTION.*

1. Application must be legible. Please PRINT.
2. Each section must be filled out completely.
3. A check or money order for the correct permit fee, made payable to the WV Appraiser Board, must be attached.

☐ Residential Assignment (1-4 units) **Fee: \$150.00** ☐ Non-Residential Assignment **Fee: \$150.00.**
4. Attach a copy of your **current** appraiser license. Applications will be returned if this documentation is not attached.
5. Attach a copy of your engagement letter or evidence that your business in West Virginia is temporary. Applications will be returned if this documentation is not attached.
6. Once the application has been processed, the Temporary Permit will be returned to you by regular U.S. mail. If you need the Temporary Permit immediately, you can overnight it to us, provide **prepaid** materials, and we will overnight it back to you.

NOTE: AN INDIVIDUAL CAN ONLY APPLY FOR AND BE GRANTED TWO (2) TEMPORARY PERMITS BETWEEN JANUARY 1 AND DECEMBER 31 EACH YEAR. THERE WILL BE NO EXCEPTIONS TO POLICY.

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**NON-RESIDENT
TEMPORARY PRACTICE PERMIT APPLICATION**

TEMPORARY PRACTICE PERMIT NO. _____ DATE ISSUED _____

NOTE: This permit is valid for six (6) months from date of issue

APPROVED BY: _____

Sharron L. Knotts, Executive Director

SEAL

Name of Applicant: LAST FIRST MIDDLE

Applicant's Current Residence: STREET CITY COUNTY STATE ZIP CODE

Appraisal Business Address: STREET CITY COUNTY STATE ZIP CODE

Date of Birth: _____ Social Security Number: _____

Home Telephone (area code) _____ Business Telephone (area code) _____

Resident State _____ Resident State Appraiser License/Certification Number _____

Estimated DATES OF ASSIGNMENT From _____ To _____

Estimated DATES TO BE IN WEST VIRGINIA From _____ To _____

☐ Residential Assignment (1-4 units) \$150.00 ☐ Non-Residential Assignment \$150.00

Indicate **current** license classification:

☐ State Licensed Appraiser ☐ State Certified Residential Appraiser ☐ State Certified General Appraiser

Have you previously applied for a Temporary Practice Permit in West Virginia? ☐ Yes ☐ No

If "Yes", when? _____.

FOR OFFICE USE ONLY

Date Received _____ Check No. _____ Deposit No. _____

☐ Copy of Current License ☐ Affidavit ☐ Consent to Service ☐ Engagement Letter ☐ ASC National Registry

1. List all states in which you currently hold a license or certification in real estate appraising, along with your license numbers:

2. In what state were you **initially** licensed? _____
3. Have you ever entered a plea of nolo contendere, or been found guilty, or been convicted, of a misdemeanor or felony, excluding minor traffic violations?
☐ Yes ☐ No (If Yes, attach explanation, including date and case number)
4. Have you or any partnership or corporation in which you were a legal or financial participant ever been disciplined, sanctioned or fined and/or had a license, certificate or registration suspended, revoked, surrendered or resigned by a board or agency issuing the license, certificate or registration?
☐ Yes ☐ No (If Yes, attach explanation, including date and case number)
5. Have you ever had an application for a real estate appraiser license or certification or an application for a non-resident temporary practice permit denied?
☐ Yes ☐ No (If Yes, attach explanation, including date and case number)

THE APPRAISAL ASSIGNMENT

Name of Client:

Address of Client:

Contact Person: _____ Telephone No. () _____

Specific property address(es) to be appraised. You **must** include city, county and state:

Type of property being appraised (i.e., residential, industrial, commercial, farmland, timber, etc.):

Estimate of time to complete the assignment: _____

OATH**I HEREBY:**

1. Acknowledge that I have read and understand the questions in this application and have answered them truthfully and completely;
2. Agree to comply with the standards set forth in the West Virginia code and Rules promulgated thereto, and understand the types of misconduct for which disciplinary proceedings may be initiated against me;
3. Acknowledge that my failure to make a full and accurate disclosure of any information requested may result in the denial and/or revocation of my application for a temporary permit;
4. Agree to provide additional information or documentation that may be necessary to verify information disclosed in this application;
5. Authorize any agency of federal, state or local government, consumer reporting agency, present or former employer, or any other individual, partnership, corporation or association, in this or any state, or its representatives, to furnish any information bearing upon my background for honesty, trustworthiness, integrity and competence to transact business as a real estate appraiser in such manner as to safeguard the interests of the public. Such information may include, but is not limited to, records of any convictions for misdemeanors and/or felonies, the circumstances involved in any such convictions, and the suspension, revocation or surrender of my license authorizing me to engage in any profession or occupation;
6. Acknowledge that I understand that the temporary practice permit is not valid for any individual other than myself;
7. Agree to develop and issue the appraisal report in conformance with the edition of the Uniform Standards of Professional Appraisal Practice (USPAP) in effect at the time the appraisal report is issued;
8. Acknowledge that my license/certification is in good standing in all states in which I am licensed/certified and that the foregoing statements are true and correct to the best of my knowledge and belief and that I have not suppressed or excluded any information that may have a bearing on this application;
9. Understand that I am not allowed to practice real estate appraisal activity in West Virginia until my application is approved and I have been issued a Temporary Practice Permit number.

AFFIDAVIT

State of _____ County of _____

I, _____ affirm and state that the information provided within and attached hereto is true and correct to the best of my knowledge.

Signature of Applicant

Subscribed and sworn to before me this _____ day of _____, _____.

Signature of Notary

NOTARY SEAL

Expiration date of Notary Commission

NON-RESIDENT IRREVOCABLE CONSENT TO SERVICE

KNOW ALL MEN BY THESE PRESENTS:

I, _____
(Name of Applicant—Please PRINT)

being an applicant for a real estate appraiser license/certification under the Code of West Virginia, and pursuant to the West Virginia Rules of Civil Procedure, do hereby irrevocably consent to the service of process upon me by means of delivery of that process to the Secretary of State if, in an action against me arising from my activities as a real estate appraiser, the plaintiff, in the exercise of due diligence, cannot effect personal service upon me.

IN WITNESS WHEREOF, the above-named applicant has caused this instrument to be signed at

On the _____ day of _____, _____.

Signature of Applicant

State of _____ County of _____

Personally appeared _____ (applicant) before the undersigned notary public in and for the above-named county and state, the day and date above named, and acknowledged the execution of the foregoing instrument to be the voluntary act and deed of such applicant for the purposes therein set forth.

Signature of Notary

Subscribed and sworn to before me on the _____ day of _____, _____.

Expiration date of notary commission

SEAL